

UNITED STATES DEPARTMENT OF AGRICULTURE

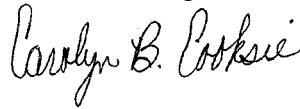
Farm Service Agency
Washington, DC 20250

Notice FLP-409

For: State and County Offices

**Interface of the Service Center Information Management
System (SCIMS) With the Program Loan Accounting System (PLAS)**

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

KCFO uses name and address information from PLAS to send “60-Day Payment Reminder” Letters, “TOP 60-Day Due Process” Notices, Annual Statements of Loan Account, and IRS Forms.

Until recently, SCIMS and PLAS required separate input for name and address updates. Frequently, the PLAS data was not updated, resulting in a significant number of KCFO mailings being returned as undeliverable because of incorrect PLAS data.

A new process was implemented on September 21, 2005, to update PLAS data programmatically when SCIMS data is updated. The new process limited the access County Offices have to transactions changing the name and address in PLAS.

B Purpose

This notice provides guidance on:

- name and address updates from SCIMS to PLAS
- changes to PLAS name and address updating procedures.

C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact:
 - Sandy Bryant in DAFP, PECD at 202-720-3464 for SCIMS procedures
 - KCFO, Loan Operations Division, Loan Servicing Technician for PLAS inquiries.

Disposal Date

January 1, 2007
12-15-05

Distribution

State Offices; State Offices relay to County Offices

2 SCIMS File Upload

A Initial PLAS Update of SCIMS Data

The names and addresses for every direct FLP borrower on PLAS were updated with the SCIMS names and addresses during special nightly updates on September 22, 23, and 26, 2005. Transaction Code (TC) 4C, "Change in Name and Address", was generated to update PLAS.

B PLAS Update of SCIMS Data

SCIMS names and addresses are updated to PLAS for any accounts on which a change was systematically detected. PLAS is being compared to SCIMS and a TC 4C transaction is being generated to process the SCIMS name and address on PLAS.

C Subsequent Implementation of Newly Selected Accounts

On November 10, 2005, changes were implemented to include judgments, 2004 and 2005 Currently Not Collectible accounts, and new obligations in SCIMS to PLAS updates.

3 Address Update Changes

A County Office Responsibilities

County Offices are no longer able to process TC 4B, "Change in ZIP Code", and 4C, "Change in Name and Address". All name and address changes must be made in SCIMS.

County Offices will continue to have access to TC 4D, "Change in Case Number, Name and Address". However, if the new case number entered already exists in PLAS, the address change will not be allowed.

Note: PLAS and Guaranteed Loan System (GLS) interface no longer exists. Address changes for borrowers with both direct and guaranteed loans must be made in SCIMS and GLS.

B KCFO Responsibilities

Only KCFO has access to TC's 4B and 4C. Contact the applicable KCFO, Loan Operations Division, Loan Servicing Technician if name and address data in PLAS requires update.

C Changes to Transaction Code 1M

TC 1M, "New Rates and Terms Real Estate/Operating Loan", has been changed as follows.

- TC 1M no longer allows the input of the name or address if the new case number (case number transferee) exists on the PLAS database.
- TC 1M will reject on ADPS if no address exists in SCIMS.

3 Address Update Changes (Continued)

D Discrepancy Resolution

KCFO will be responsible for correcting any discrepancies that occur.

Servicing Offices will be responsible for providing supporting documentation, as requested, regarding accurate addresses to assist in discrepancy resolution.

4 PLAS and ADPS Status Screen Changes

A PLAS Address Format

PLAS is now reflecting the name and address differently. Co-borrower names are no longer displayed in the second “Name/Address” field.

B ADPS Status Screen Format

ADPS status screens have been modified to display the last name, first name, and middle initial in the “NAME” field. If the name contains more than 19 characters, it will truncate and be displayed in the “NAF1” field. Co-borrower names will no longer be displayed in the “NAF1” field.

C Managerial Reports

Managerial reports distributed to Servicing Offices that contain name and address data, such as the Report Code 540, Status of Farm Credit Programs, have been modified to display the last name, first name, and middle initial in the “First Name” field. If the name contains more than 19 characters, it will truncate and be displayed in the second “Name/Address” field.

If the “Name” field is reflected incorrectly on the reports, then that account name and address on PLAS was not updated with the SCIMS name and address because of a suspend code or other account problem.

D Annual Statements of Loan Account and IRS Reporting

RD 1951-9, IRS-1098, and IRS-1099 will reflect the borrower name as reflected on PLAS. If the “Name” field is reflected incorrectly, then that account name and address on PLAS was not updated with the SCIMS name and address because of a suspend code or other account problem.